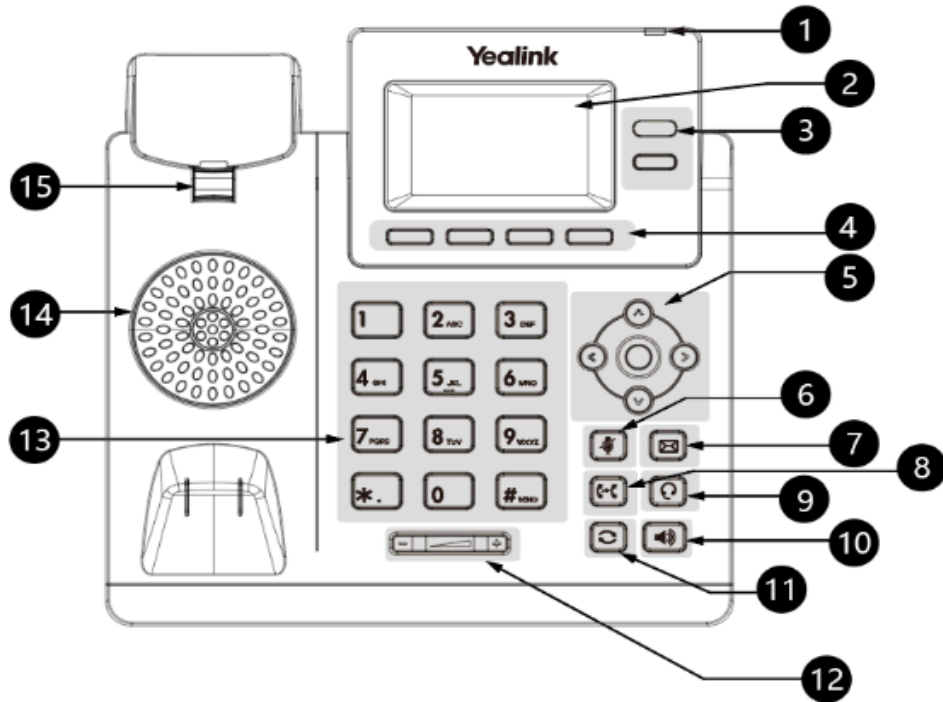
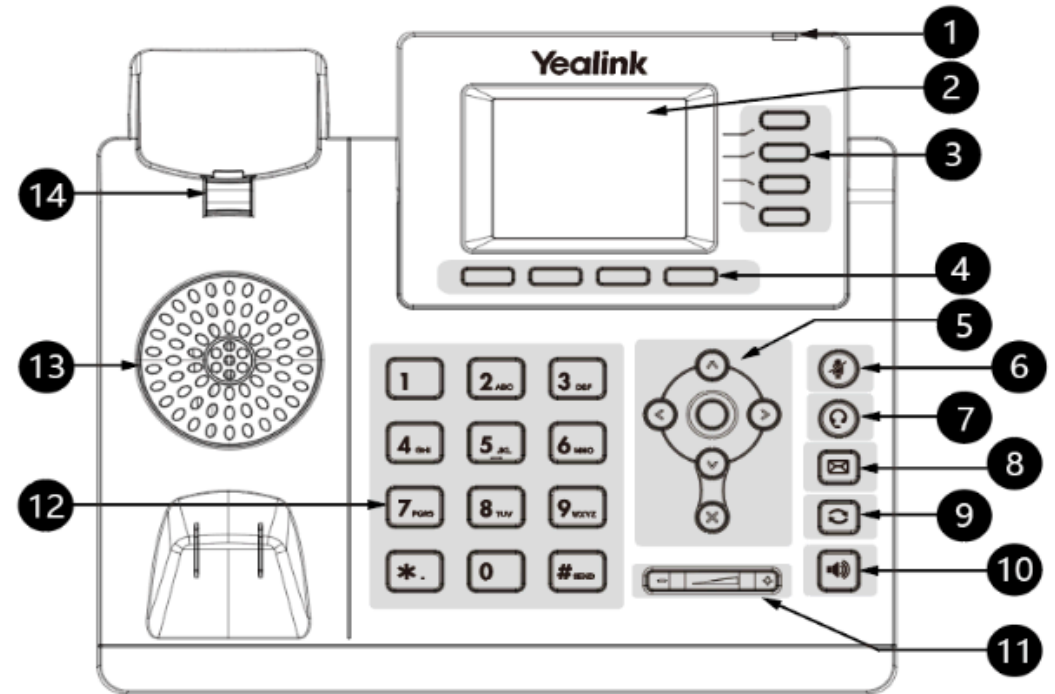


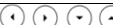


T30P/T31P/T31G Phones






T33P/T33G Phones



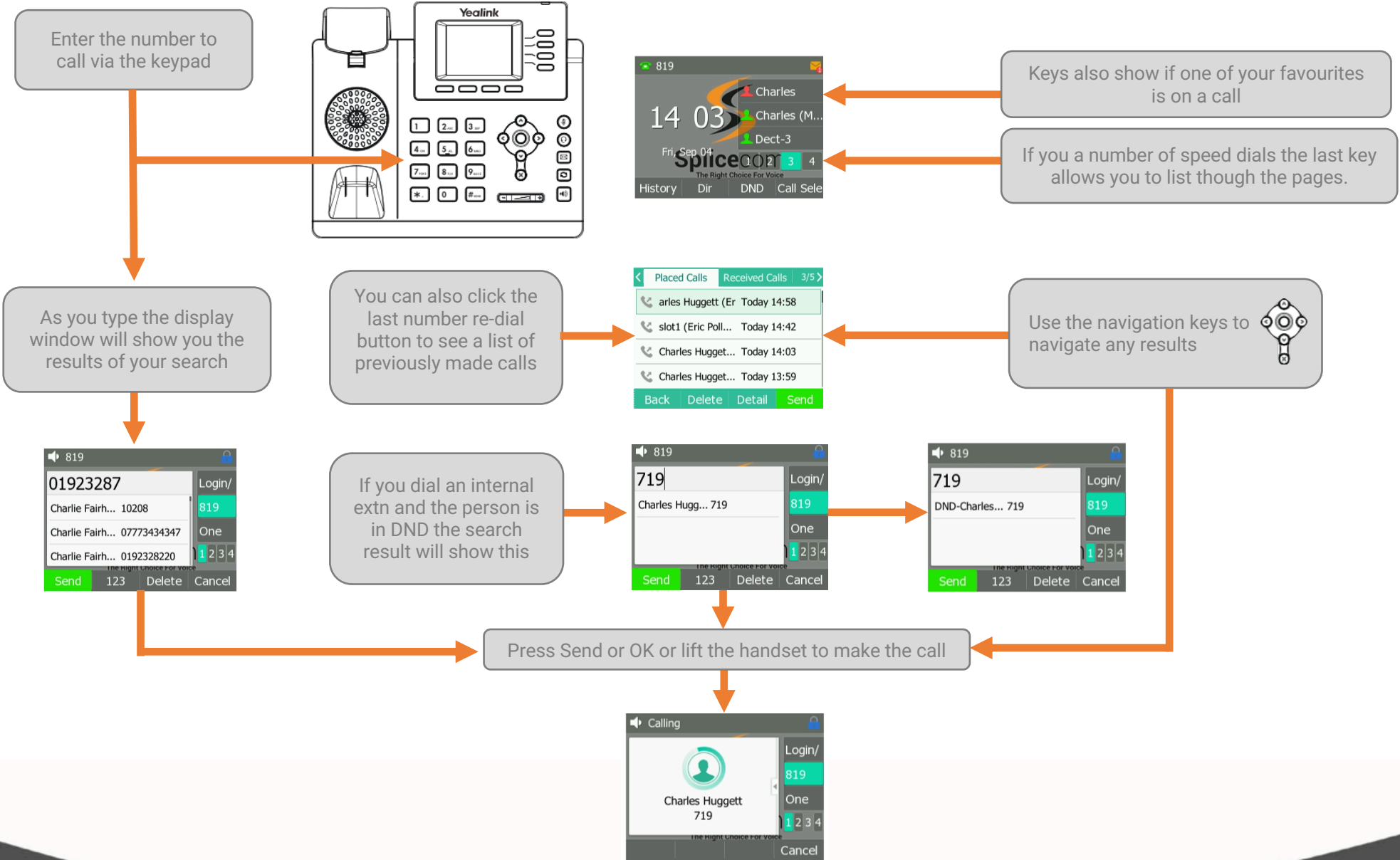
T30P/T31P/T31G Phones

1	LCD Screen, Shows Call Information, Missed calls, Voicemail, Time and Date and DND.
2	Power and Message waiting indicator.
3	BLF, Park and Feature Keys.
4	Context sensitive keys.
5	 Menu navigation keys  OK key  Cancel key.
6	Mute Mutes the microphone so the other party cannot hear you.
7	Message Used to collect your messages.
8	Transfer Key
9	Headset Switches between Handset and Headset use.
10	Speakerphone Key, Toggles hands free operation.
11	Redial Keys Redials a previously dialed number.
12	Volume Key, Adjusts handset, headset, speaker and ringer volume.
13	Keypad, Provides digits, letters and special characters in context-sensitive applications.
14	Speaker Used for hands-free calling
15	Reversible handset tag, used for wall-mount installations.

T33P/T33G Phones

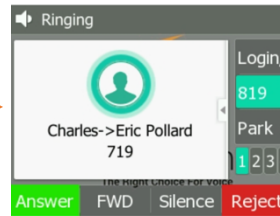
1	LCD Screen, Shows Call Information, Missed calls, Voicemail, Time and Date and DND.
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13	Speaker Used for hands-free calling
14	Reversible handset tag, used for wall-mount installations.

Making a Call



Receiving a Call

Click Answer to accept the call
If you do not wish to answer the call press the Reject button the call will be passed to your Forward on Busy number (if set), or to voicemail (if enabled) or cancelled.



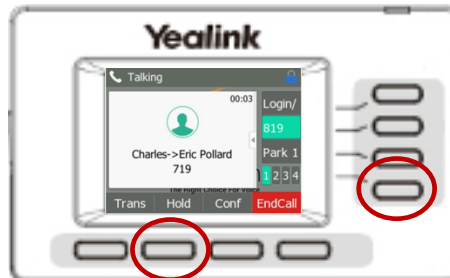
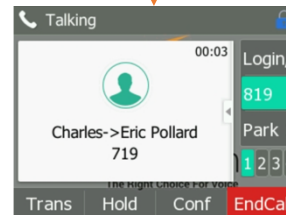
If your phone is busy or not answered within 20 seconds (default) the caller will be passed to voicemail, if enabled.

Hold a call

Whilst on a call you can place the call on hold by pressing the corresponding key for Hold



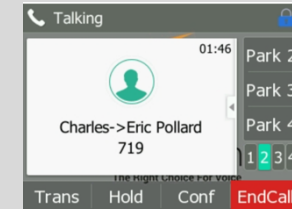
To retrieve the call, press the Resume button



To end the call hang-up the handset or press the corresponding key for End Call

Park a call

Use the page key to step through your speed dials



Select the park slot to use and press the corresponding button
All users within the same company will see the parked callers details



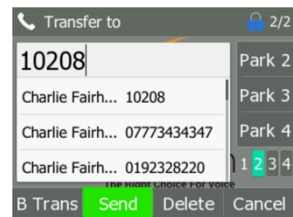
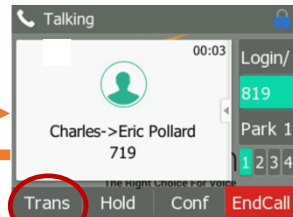
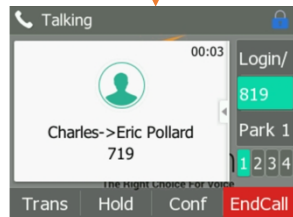
Transferring a call

When on a call you can also transfer the call to another user either by direct transfer (Blind) or by first talking to the user and then performing a transfer (Announced)

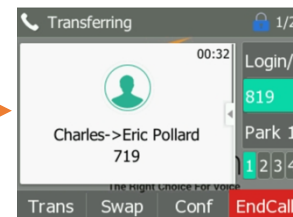
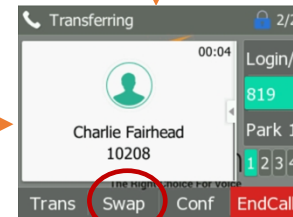
Blind Transfer
To perform a blind transfer, press the Trans button and enter the number you wish to transfer the call to

Announced Transfer
To perform an announced transfer, press the Trans button, enter the number you wish to dial then press the Send button. Wait for the other person to answer the call.

At this point you can either transfer the call by pressing the Trans button or swapping between the calls by pressing the swap button

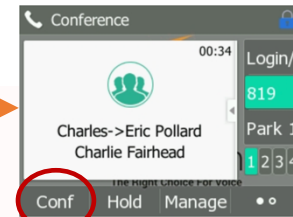


Whilst on a call to the dialled number, you can switch between the original caller and the current call by clicking the Swap button



Press the B Trans button to transfer the call immediately or you can wait, and the call will be made automatically
When you hear ringing hang-up

You also have the option to conference both callers together with yourself by clicking the conference button



Listening to Voicemail

Accessing your own messages

If you have any unread messages the message indicator will flash




alerting you to any messages and you will also see a banner on the phone screen.

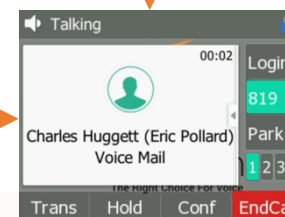
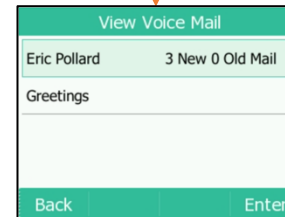
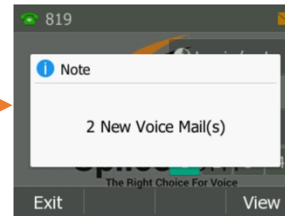
In Message Options

Whilst your listening to a message you use the keypad to perform the following actions



- Press 1 to play help
- Press 2 to skip forward 2 seconds
- Press 3 to delete the message
- Press 4 to play the previous message
- Press 5 to forward the message
- Press 6 to play the next message
- Press 7 to save the message
- Press 8 to skip backwards 2 seconds
- Press 9 to play the callers number
- Press * for configuration options
- Press 0 to return the call¹

Press the corresponding button against view or press the message button  on the phone to see your messages.



Use the navigation keys to choose the message you wish to listen to.



Either press the Corresponding key for the connect options or press the middle key within the navigation buttons.

Leaving a Voicemail

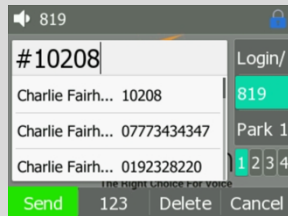
Leaving a message for colleague

If the extension you are ringing is busy or is not answered you will be transferred to voicemail (If enabled) and played your colleague's greeting

Leave your message

And then Hang-up

You can also leave a message by dialing #Extn Number

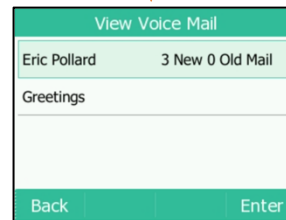


This will take you directly to the Extns voicemail

Changing your Daily and Permanent Voicemail Greetings

If you have voicemail enabled, you can record two voicemail greetings. The first is a **daily greeting** that you would normally update on a daily basis, typically giving the date and your whereabouts/availability.

The second is a **permanent greeting** that can be used on any day. If you choose to record a permanent greeting your daily greeting will be deleted at midnight and the permanent greeting will then be used until you record a new daily greeting.



Use the navigation keys to navigate the menu.



press the middle key within the navigation buttons to choose your option.

To record a greeting navigate to the greeting you wish to record and then hang-up when done.

You also have the option to record a message to yourself (Memo)

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